

FOR IMMEDIATE POSTING TO BULLETIN BOARD

**DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
FLORIDA NATIONAL GUARD**

Office of the Adjutant General  
St. Francis Barracks, P.O. Box 1008  
St. Augustine, Florida 32085-1008  
TELEPHONE: (904) 823-0148  
DSN: 822-0148

**ACTIVE GUARD RESERVE  
VACANCY ANNOUNCEMENT # 14-10(M)**

FOR IMMEDIATE POSTING TO BULLETIN BOARD

---

**OPEN TO: NATIONWIDE**

**POSITION:** Recruiting Office Supervisor

**OPEN DATE:** 7 December 2009

**CLOSE DATE:** 20 January 2010

**APPROX FILL DATE:** ASAP

**UNIT:** 125FW

**LOCATION:** Jacksonville, FL

**AFSC:** 8R000

**MIN-MAX GRADE:** E-6/E-7

---

**MINIMUM QUALIFICATION REQUIREMENTS**

**1. Must have the minimum of the following:**

**PULHES Required: N/A**

**ASVAB SCORE Required: N/A**

- 2.** Must NOT be eligible for, nor be receiving, an immediate Federal (military or civilian) retirement annuity.
  - 3.** Must have scored at least 75% on the Air National Guard Fitness test IAW AFI 10-248.
  - 4.** The Florida National Guard is an Equal Opportunity Employer and all qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.
  - 5.** Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application, with attachments as developed by this office.  
Length of Tour: up to 6 years in duration, contingent upon satisfactory  
Performance. Follow on tours will be one to six years in duration, contingent upon  
satisfactory job performance.
  - 6.** Incumbent must be assigned to a compatible military position as specified by the AGR Staffing Guides.
  - 7. All AGR applicants must be serving in a Military status to include, AGR, Technician, Active Duty or Drill Status or Reservist.**
  - 8. You must currently possess the required AFSC to apply for this position.**
  - 9. If you are a NOT a member of the AGR program, you are ineligible to apply for positions while on profile.**
- 

**Position Description:** Manages, coordinates and supervises the operation of the unit recruiting office to include financial responsibilities, supervision, training and guidance of all assigned recruiters IAW ANGI- 36-2602.

**Specialty Qualifications:** Must have performed duties in SDI 8R000, Production Recruiter or as a SDI 8A100 Retention Office Manager (ROM) for a period of 36 months. Waiver of minimum experience of SDI must be approved by Executive Support Staff Officer, Director of Personnel, Recruiting and Retention Superintendent and ANG/DPR, as applicable.

- Must have demonstrated the capability of maintaining NGB recruiting production standards.

- Must possess an overall knowledge of the NGB Recruiting Program, to include being thoroughly qualified in the use of all recruiting tools/processes and proficient in time management and sales techniques.
- Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
- Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant).
- Appearance must project a favorable image of the ANGI IAW 36-2903 and within ANGI 10-248 standards. Must maintain outstanding appearance, military bearing and high standards of conduct, to include no history of disciplinary action.
- Comply with military duty eligibility requirements IAW ANGI 36-101, Chapter 8.
- Must be willing to work long and irregular hours, be subjected to intense public scrutiny and become involved in civic and military activities that support the local community.

---

### **APPLICATION INSTRUCTIONS**

1. One original Copy of the NGB Form 34-1 (Application for Active Guard Reserve (AGR) position).
2. Current Records Review (RIP) within the last 6 months. Virtual MPF printout is acceptable.
3. An AF Form 422 (Physical Profile Report) within 36 months (3 years). You must submit this form whether you are on a profile or not.
4. Copies of DD Form 214's, NGB Form 22's, and any other official documentation to verify active service.
5. Copy of AF Form 526 (Retirement Point Credit Record) or official Statement of Service. Virtual MPF printout is acceptable for both.
6. Copy of a resume and/or statement of civilian/military experience and education.
7. Performance Reports (last five if you have five).
8. Must provide a **CURRENT** Air Force Fitness Management System (AFFMS) printout showing a passing fitness score of at least 75%.
9. If all required documentation is not submitted at time of application, your package will be denied and destroyed, please call if you have any questions.
10. Applications received after 1700 on the closing date indicated will not be processed.
11. Applications that are submitted in 3 Ring Binders or any form of binder will NOT be accepted.

**All Applications should be sent to:**

**Attn: Florida National Guard  
Human Resources Office  
Attn: Air AGR Section  
82 Marine Street  
St. Augustine, Florida, 32084**

WILLIAM S. MITCHELL  
LTC, FA, FLARNG  
AGR Manager